UNIVERSITY DEVELOPMENT

impactView

Information Management for Philanthropy, Alumni, Communication and Tracking

USER'S MANUAL

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INTRODUCTION

What is IMPACT?

IMPACT stands for "Information Management for Philanthropy, Alumni, Communication, and Tracking," and the IMPACT project has been undertaken by University Development in cooperation with the Alumni Association and the Office of Information Technology in order to replace the AlmaMater database system.

IMPACT View is the first release of this replacement information system, and provides view-only access to existing data. IMPACT View is **not** a data entry application; this first phase replaces only the AlmaMater screens accessible through the Research Information System ("RIS") and "AV**" transactions.

System Requirements

IMPACT View is a web-based application. For optimum performance, it's recommended that the workstation you use to access IMPACT View meet or exceed the following configuration recommendations:

Processor: Pentium II 233 Mhz
Memory: 32 Mb (64 Mb recommended)
Operating System: Windows 95 or later; MAC OS 7.6.1 or later
Monitor: 17" screen or larger
Web Browser: Internet Explorer 5.5 or later

If your workstation does not currently meet these minimum standards, consult with your technical support representative; the newest version of the Internet Explorer web browser software can be downloaded and installed directly from Microsoft at this URL:
http://www.microsoft.com/windows/ie/downloads/

How to Use This Manual

This manual is intended to provide general instructions concerning the use of the IMPACT View application. It does **not**
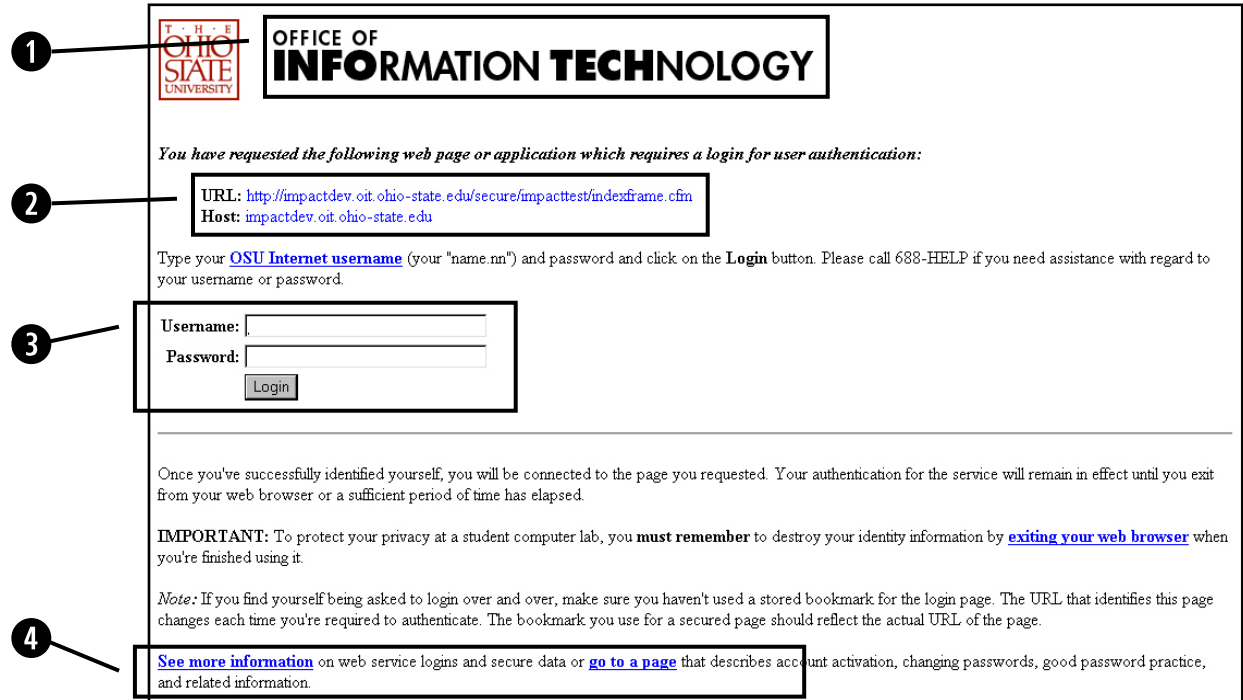°   explain how data is entered into the database;
°   articulate the policies governing the use of data; or
°   provide job-specific procedures or examples.

The manual is divided into sections that will describe what IMPACT View looks like, the features it includes, and the behaviors users should expect. Sections are identified at the bottom of each page.

LOGGING IN

Go to **https://impact.osu.edu**

The following window will appear:

① This login screen is administered by the Office of Information Technology (OIT). It safeguards not only IMPACT View, but also a number of other University web-based resources; it is used to ensure that only authorized University staff and affiliates will be permitted to view the specific site requested.

② Because OIT's login screen safeguards many different sites, the specific site address being requested will be listed.

③ Your Username for IMPACT View will always be "lastname-dot-number" format, for example, "pines.1" or "bertolini.2"; OIT refers to this login ID as an "OSU Internet username," or the "name.n."

④ If you're not sure what your name.n login ID is, and/or do not know the password connected to your login ID, you can follow the links on this login screen for additional information, or just contact OIT directly; any questions or concerns about the OSU Internet username or this screen will need to be addressed to OIT, since IMPACT View administrators do not maintain this level of security. (OIT's Help Desk can be reached via phone [688-HELP] or e-mail [8help@osu.edu].)

If your IMPACT View session remains idle for an hour (or more), you'll be required to log in again before you can access records again.

Since IMPACT View uses frames to display different parts of information (see "IMPACT View's Initial Display," below), the re-authentication frame may appear more than once:

You will not need to log in to each frame again separately, however. Use one of the authentication pages, and then press the **F5** key (or click the browser's "Refresh" button) to update the browser's entire display.

IMPACT VIEW'S INITIAL DISPLAY

After you log in, you'll be able to use the IMPACT View site. IMPACT View is divided into three separate panes; the default settings for each pane are shown below:

① **The Banner Frame**

IMPACT View's banner extends all the way across the top of the display. The default starting banner includes the system icon and name at the left-hand side and the Search screen options at the right-hand side. The banner changes as you use IMPACT View to include a "Current Record" indicator which provides information to help identify the data displayed in the Data Frame. *See "Using the Banner Frame," below, for additional information and instructions.*

② **The Menu Frame**

IMPACT View's menu appears at the left side of the screen below the banner, and provides a listing of the data screens available when viewing a record. The specific screens listed will vary depending on the kind of record being viewed (for example, whether you're viewing an individual's or an organization's record) and your access level. *See "Using the Menu Frame," below, for additional information and instructions.*

③ **The Data Frame**

IMPACT View's specific screens display in the data frame next to the menu and below the banner. Most screens are designed to display actual record data, and correspond to entries listed in the menu frame, but some, like the default starting screen, Search for: Individual, allow you to locate and customize information in IMPACT View. *See "Using the Data Frame," below, for additional information and instructions.*
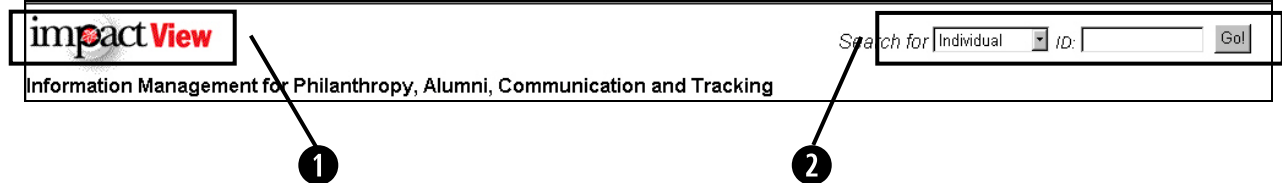
USING THE BANNER FRAME

IMPACT View's banner serves three (3) distinct functions:
1. provides general system information
2. initiates new record searches
3. identifies the record currently displayed in the Data frame

When you first log on to IMPACT View, the default starting Banner displays:

① Click once on the IMPACT View icon to open a window displaying general system information.

② IMPACT View's default data frame screen is *Search for: Individual*, but the default starting banner allows you to **select a different *Search for:* screen**.

A. Use the pull-down menu to select the kind of record to search for and then...
B. ...click the Go! button to load a blank search screen.

   NOTE: You'll only be able to search for records that you're authorized to view. If you're not authorized to view OSU President's Event data, for example, "Event" will not be listed in the *Search for* menu.
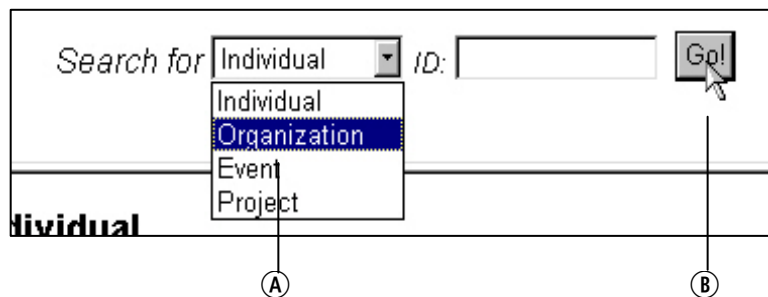
The banner also offers you a **shortcut to locate records using ID numbers**.

A. Use the pull-down menu to select the kind of record to find...
B. ...enter the ID number you're looking for in the ID box, and then...
C. ...click the Go! button (or press Enter).
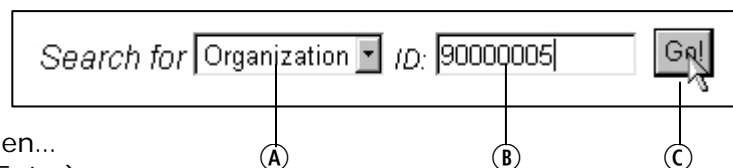
③ Once a specific record has been located and its data is being displayed in the data frame, the banner contents are updated to show identifying information about the record being displayed:

IMPACT View's Initial Display: the Banner Frame
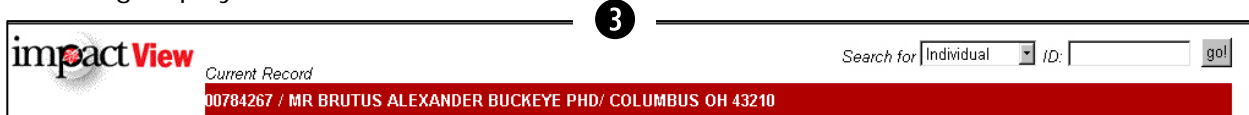
USING THE MENU FRAME

While the banner frame includes the options to search for new records, the menu frame governs navigation within the record currently being viewed. IMPACT View's default starting point is the *Search for: Individual* screen, so the default menu display is the *Individual Menu*, listing the screens of individual data that you're authorized to view.
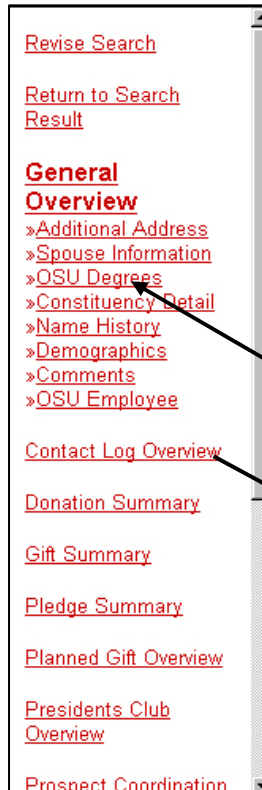
The screens listed in any menu reflect groupings of similar kinds of data in IMPACT View. One group of screens, for example, displays giving history, while another displays biographic details; each group includes a Summary or Overview screen, and, in many cases, a number of elaborating Detail screens as well. Each group creates a hierarchy of information in the menu.
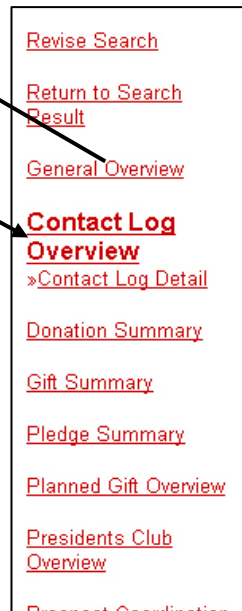
By default, a menu group's hierarchy will be expanded only when a screen in that group is being viewed in the data frame. When you switch to view a screen in a different group, the original menu hierarchy will contract, and the new one will expand.

The Menu entry displayed in **Bold** indicates the screen currently viewed in the Data frame.
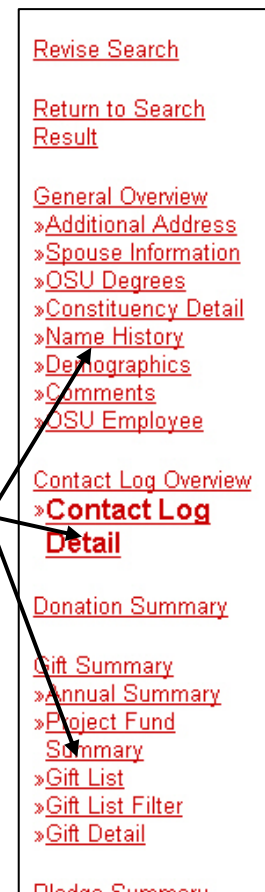
If you prefer that the Menu hierarchies not contract when you switch from one screen group to another, use the Default Options screen to have the Menu hierarchies expanded all the time.

See "Customizing IMPACT View," below, for additional information and instructions.

USING THE DATA FRAME

The data frame provides the real substance of IMPACT View; the actual record information displays in this frame. There are over 100 different IMPACT View screens for all of the different kinds of records combined; each one displays a different set of data values. There are some features that they will all have in common, however:

❸ ❷ ❶ ❹

Back 🔴 Help 👆 **General Overview** **Forward**
Link to screen help for General Overview
Current Record Individual

① The **screen's name** is centered at the top of the data frame, directly below the "Current Record" indicator in the banner frame. Screen names generally correspond to entries listed in the menu frame, although some menu entries have been abbreviated in order to save space.

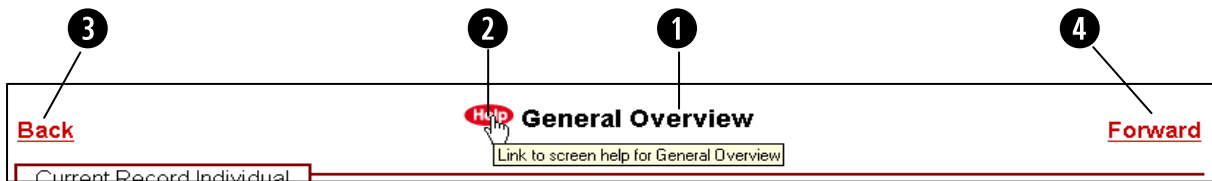② To the left of the screen's name, a **Help icon** provides access to screen and field definitions. Each screen's Help window includes a description of the screen as a whole as well as links to information about every field displayed on that screen. When applicable, links to Help for related screens are also included.

Once you've located a record and have begun to review the available screens, IMPACT View will keep track of which data screens you've viewed, and in what order. The built-in...

③ "**Back**" link in the upper-left corner of the data frame and the

④ "**Forward**" link in the upper-right corner or the data frame
...can be used to trace through the sequence of screens you've accessed. Your screen history is re-set each time you log out or start a new record search. **Use these buttons** -- *NOT your browser's Back / Forward buttons* -- **in order to ensure that all of IMPACT View's frames remain synched.**

⑤ Centered at the bottom of the data frame, the **Print Preview** button allows you to view the current screen as it will look when printed; the resulting Print Preview window includes a Print button. In some instances, single IMPACT View screens require multiple pages to display all of their data; only the information displayed on one page -- what shows in the current data frame -- will print. (See "*Printing Data from IMPACT View,*" below, for additional information.)

In addition to the personal history tracked with the "Back" and "Forward" links, navigation capabilities are also provided by the

⑥ **Up in Menu** button in the lower-left corner of the data frame and the

⑦ **Down in Menu** button in the lower-right corner of the data frame.
These buttons can be used to display available screens in the order presented in the menu.

Up in Menu	Print Preview	Down in Menu

❻ ❺ ❼

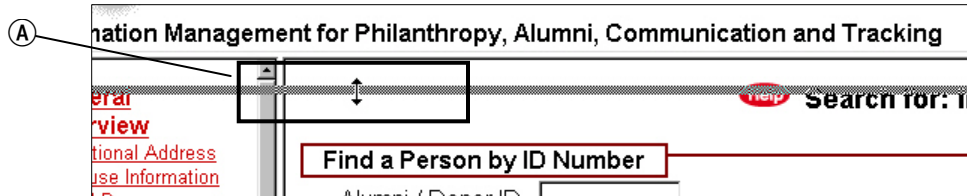**IMPACT View's Initial Display: the Data Frame**
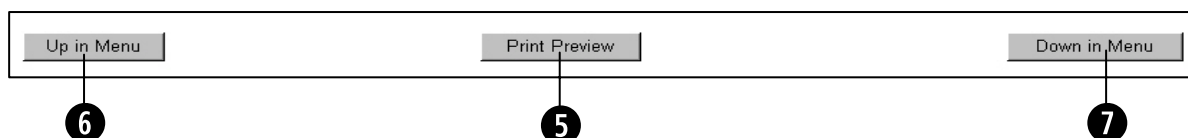
ADJUSTING THE FRAME SIZES

By default, IMPACT View opens with the top banner frame set to a certain height, and the left menu frame set to a certain width; the data frame is set to take up the rest of the available space in the browser window.

Depending on your monitor's overall resolution and your browser's text size display, you may find it convenient to adjust the height of the banner or the width of the menu in order to change the amount of space available to the data frame.

A. To change the height of the banner frame, point at the horizontal border between the banner and the rest of the IMPACT View window until you see a 2-headed arrow. Click and drag when the arrow appears; dragging up will make the banner frame shorter and dragging down will make the banner frame taller. Let go of the mouse button when you've moved the border to the desired location.

The information displayed in the banner may become inaccessible if the frame is too small.

B. To change the width of the menu frame, point at the vertical border between the menu and the data frame until you see a 2-headed arrow. Click and drag when the arrow appears; dragging to the left will make the menu smaller and dragging to the right will make the menu larger. Let go of the mouse button when you've moved the border to the desired location.
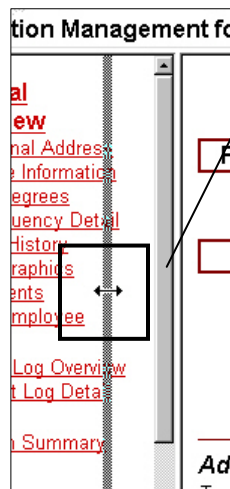
The narrower the frame, the more the text in the menu will wrap, potentially increasing the amount of scrolling required.

NOTE: Adjustments to the frame sizes will remain in effect until either
° you refresh your browser window (by pressing F5 or clicking the Refresh button on the toolbar) or
° you log in again (i.e., if your session has timed out).
Frame size adjustments cannot be saved from one IMPACT View session to the next.
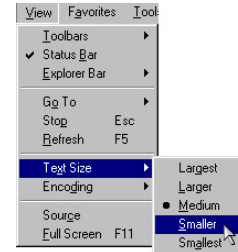
ADJUSTING THE TEXT SIZE

IMPACT View screens were designed to minimize scrolling and reduce text wrapping when viewed on a 17" monitor set at a resolution of 1024x764. When viewed on smaller monitors or at a lower resolution, IMPACT View screens will still function, but they may require more vertical (or even horizontal) scrolling, display more text wrapping, and be generally less easy to read.

You can adjust your browser's text size, however, which can improve IMPACT View's performance in smaller displays without requiring either new hardware or affecting all of your other applications (as a resolution change would).

❶ Click on Internet Explorer's VIEW menu and scroll to Text Size:

❷ Select the desired text size from the five options listed:

Ⓐ **Smallest**

Ⓑ **Smaller**

Ⓒ **Medium** *-- the default size*

Ⓓ **Larger**

Ⓔ **Largest**

LOCATING DATA IN IMPACT VIEW - INDIVIDUAL SEARCH

IMPACT View allows you to
1. go directly to an individual's record using the specific 8-digit ID number assigned by A/DIS;
2. generate a list of possible matches for an individual by using all or some of the name (and other qualifying criteria);
3. return to the search screen after running a search in order to revise your criteria; and
4. return to a results list after viewing a possible match in order to select a different record.

If you know the ID number of the individual whose record you're trying to locate, it may be entered in the space to the right of Alumni/Donor ID in the first section, "Find a Person by ID Number," of the Search for: Individual screen. Leading zeros may be dropped; for example, when searching for ID number 00564863, **564863** will work as well as **00564863**. (The banner frame's Search for: Individual and ID entry box may also be used to accomplish the same thing; see "*Using the Banner Frame*," above.)

Click the **Search** button (or press ENTER) to perform the search. When IMPACT View successfully locates a record using the ID number, the default starting screen will display in the data frame. For an individual, this starting point is initially set to be the General Overview screen:

You can use the Default Options screen to choose a different screen to display first when reviewing an individual's record. (*See "Customizing IMPACT View," below, for additional information and instructions.*)

② If you do not know the ID number of the individual whose record you're trying to locate, use IMPACT View's "Find a Person by Name" section to generate a list of possible record matches.

A. Name searches can consist of Last, First, and Middle name information; the **Last Name information is required**.
- If you know the **full last name, character for character,** enter it in the space, and make sure that the "Exact" search option is selected.
- If you only know **part of the last name, character for character,** enter what you know and use a wildcard character (*) to substitute for any characters you don't know (e.g., enter "John*" to locate "John," "Johns," "Johnson," etc). Make sure that the "Similar To" search option is selected.
- To account for **spelling variations** in the last name ("Pierce" vs "Peirce," for example, or "Kelley" vs "Kelly," "McDonald" vs "MacDonald" etc), enter one variant without a wildcard character and make sure that the "Similar To" search option is selected.

B. **First Name information is optional but recommended**, particularly when looking for more common last names.
- Enter the **full first name or only the first initial** in order to perform an "Exact" search.
- **Partial first names** may be entered, character for character, but wildcard characters cannot be used in the first name field (e.g., entering "Jo*" will find nothing; entering "Jo" will find "John," "Joe," "Jodi," etc and entering "Joh" would find only "John"). Make sure that the "Similar To" search option is selected when working with partial names.

C. **Middle Name information is optional**, and only recommended when looking for particularly common names.
- Enter the **full middle name or only the first initial** in order to perform an "Exact" search.
- **Partial middle names** may be entered, character for character, but wildcard characters cannot be used in the middle name field (e.g., entering "Jo*" will find nothing; entering "Jo" will find "John," "Joe," "Jodi," etc and entering "Joh" would find only "John"). Make sure that the "Similar To" search option is selected when working with partial names.

D. Name searches may be either "Exact" or approximate ("Similar To").
- An **Exact** search looks for precise and literal matches for the information entered in the name fields; in order to be included in the result list of an Exact search, the name in the database must be exactly the same, character for character, as the name entered on the screen. The Exact search is particularly useful if you know exactly how the name is spelled.
- An **approximate** search allows IMPACT View to search for possible partial matches for the information entered in the name fields; in order to be included in the result list of a "Similar To" search, the name in the database must be at least a little like the name entered on the screen.

As indicated above, *Similar To* may be used in connection with a wildcard character (*) in the Last Name field (only) to indicate the specific letters that a name begins or ends with while still not providing the full and exact name. When used without a wildcard character, the Similar To option allows IMPACT View to look for possible matches using just the consonants in the last name, which can account for spelling variations and provide much broader results.

② *"Find a Person by Name," cont'd.*: Name Search Examples

Ⓐ In this Exact search, a full last name and a full first name have been entered.

Last Name bertolini
First Name eileen
Middle Name
● Exact   ○ Similar to

Search for Individual   ID:
LUMBUS OH 43214

Help General Overview

IMPACT View locates only one possible match, and displays the default starting screen.

Record Individual
rred EILEEN ANN BERTOLINI   Alumnus Y
ame   Donor Y
me EILEEN MC GIVERN BERTOLINI   Presidents Club N

Ⓑ A more inclusive, but still Exact, search can be performed by entering a full last name without any first or middle name information.

Last Name bertolini
First Name
Middle Name
● Exact   ○ Similar to

IMPACT View locates four (4) possible matches, and displays them in a Results List for selection. In order to be included, each entry's last name must match, character for character, what was entered in the search.

ID	Name	Address Line
449565	BERTOLINI, EILEEN MC GIVERN	4488 LOOS CIRCL
735229	BERTOLINI, JOSEPH CARL	2501 GARDENIA D
562137	BERTOLINI, JOSEPH FRANK	2448 AMESBURY F
421759	BERTOLINI, LAWRENCE EDWARD	4488 LOOS CIRCL

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Ⓒ Still more inclusive, this "Similar to" search uses a wildcard character (*) to tell IMPACT View to

Last Name bertolin*
First Name
Middle Name
○ Exact   ● Similar to

look for any last names beginning with "bertolin," character for character, but ending with anything -- any letter or letters.

ID	Name	Address
750478	BE...	
488979	BERTOLINE, DR GARY ROBERT	3357 HAMILTON ST
449565	BERTOLINI, EILEEN MC GIVERN	4488 LOOS CIRCLE V
735229	BERTOLINI, JOSEPH CARL	2501 GARDENIA DRIV
562137	BERTOLINI, JOSEPH FRANK	2448 AMESBURY RD
421759	BERTOLINI, LAWRENCE EDWARD	4488 LOOS CIRCLE V
794447	BERTOLINO, DR ARTHUR P	5584 WINDWOOD DR
319274	BERTOLINO, JAMES	210 S SOUTHAMPTOI

1-8 of 8

The Results List has doubled in size with this search; all entries begin with B-E-R-T-O-L-I-N, but they end with a variety of characters.

Last Name bertolin
First Name
Middle Name
○ Exact   ● Similar to

Ⓓ The search to the right is the same as (C), except without the wildcard (*) character; instead of eight possible matches, IMPACT View has now found too many matches to manage. So what's the difference?

Help Search Result List

Search criteria returns too many records. Please revise your search.

Return to search screen

With the wildcard character, IMPACT View had to match every single letter entered in the search, with variations possible only in place of the wildcard. Without the wildcard character, IMPACT View considers the information entered, strips away the vowels, and uses a mathematical algorithm to compare the sequence of consonants in the search with sequences of consonants in the database. The algorithm does not require letter-for-letter matches; consonants with similar sounds are considered equivalent in this kind of "Similar to" search.

Ⓔ The addition of a first initial narrows (D) enough to produce a Results List of 28 entries. To be listed, a record must include a

Last Name bertolin
First Name e
Middle Name
○ Exact   ● Similar to

ID	Name	Address	
83	BARTLETT, EDWARD R	800 WOODHILL RD	M
71	BARTLETT JR, EDWIN S	7868 WORTHINGTON-GALENA ROAD	W
08	BERTELSEN, ERIK LEE	826 MILLFIELD CT	C
65	BERTOLINI, EILEEN MC GIVERN	4488 LOOS CIRCLE WEST	C
43	BORDELOVE, DR MANUEL O	6186 PICKWOOD DR	W 4
98772	BRADEL, DR EDWARD JOHN	4770 ROSSMOOR PL	C
41227	BRADLEY, EDNA	916 WALL	T
17378	BRADLEY, DR EDWARD G	705 E ROSS	T

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last name "Similar to" B-R-T-L-N (the sequence of consonants entered), and a first name beginning with "E."

② *"Find a Person by Name," cont'd.*: Additional Search Criteria

In addition to the various Exact and Similar to search options for name information, you can further define your record search by

- A. Limiting your search to Alumni;
- B. Limiting your search to Presidents Club Members;
- C. Excluding deceased individuals;
- D. Including address information; and/or
- E. Including OSU degree information

These additional criteria can be used *along with a name* in any combination; records will have to meet all criteria entered in order for IMPACT View to include them in a Results List.

Ⓐ When this box is checked, individuals listed in the Results must be **alumni of The Ohio State University**.

Ⓑ When this box is checked, individuals listed in the Results must be *current* **members of a Presidents Club**.

Ⓒ When this box is checked, IMPACT View will **exclude deceased individuals** from your Search Result List. This box is unchecked by default.

Ⓓ Any or all of the address fields may be used in a single search:

- **City**
  As in the First and Middle name fields, you can enter either a full or partial City name -- *without* a wildcard character.
- **State**
  A two-character state abbreviation can be selected from the pull-down menu.
- **ZIP**
  Enter a 5-digit ZIP code.
- **Geo Code**
  A Geo Code is assigned to each address to identify geographical areas; the 3-digit code can be entered to help narrow your search. (If you're not sure what code to enter, click on the field label to open a Help window displaying the Geo Code Mapping Table.)

Use the checkboxes to indicate in which address(es) your criteria can appear.

By default, IMPACT View will search in all address types; at least **one** of the *Search in* boxes must be checked in order for the search to run.

Ⓔ Either specify the 4-digit year in which an individual earned a degree at OSU and/or select a College from the pull-down menu.

Once you've entered your criteria, click the Search button to run the search.

② *"Find a Person by Name," cont'd.*: The Search Result List

If IMPACT View locates only one possible match for the name (and additional) criteria that you entered, the default starting screen for that matching record will automatically be displayed in the data frame.

When IMPACT View locates more than one possible match in a name search, however, a Search Result List will display:

ID	Name	Address Line 1	City, State ZIP	First Degree
00449565	BERTOLINI, EILEEN MC GIVERN	4488 LOOS CIRCLE WEST	COLUMBUS, OH 43214	06/1985
00735229	BERTOLINI, JOSEPH CARL	2501 GARDENIA DRIVE	COLUMBUS, OH 43235	06/1999
00562137	BERTOLINI, JOSEPH FRANK	2448 AMESBURY RD	AKRON, OH 44313	06/1991
00421759	BERTOLINI, LAWRENCE EDWARD	4488 LOOS CIRCLE WEST	COLUMBUS, OH 43214	03/1984

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Help Search Result List — View expanded entries

A. The ID is the unique 8-digit identifier assigned to the specific individual listed. Click on the ID number to select a record to view; the default starting screen for the selected individual will display.

B. Entries in the Search Result are listed in alphabetical order, descending, by last name. Each individual's **formal name** displays in the Name field. Alternate (preferred, historical) name information is stored in the database and is accessed during a search, but does not display in the Search Result List. (You can select a record and access the Name History screen to review alternate name information.)

The initial view of the Search Result List displays
C. the first street line and
D. the city, state, and ZIP Code
of the individual's **home address**. Additional (business, alternate) address information may be used in a search, and displays on the expanded Results List view (see below).

E. The initial view of the Search Result list displays the month and year in which the individual earned his/her first degree from OSU. All OSU degree information may be used in a search, but 2nd, 3rd, 4th, etc. degrees display only on the expanded Results List (see below). If an individual listed is not an OSU alumnus, the field will be blank.

F. The Search Result List has two views: a brief view, which provides a quick summary, and an expanded view, which provides some additional detail to aid in record selection. Click the **View ...** button to switch views.

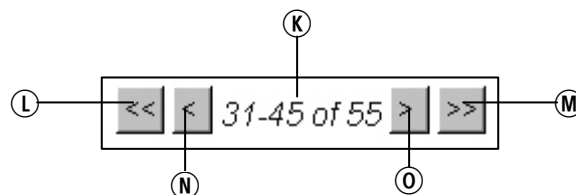② *"Find a Person by Name," The Search Result List, cont'd.*

The expanded Results List displays all of the information on the brief view, with the addition of

    G. the individual's Spouse's formal name;

    H. the Home, Business, and Additional addresses, with Geo Codes;

    I. the Current Presidents Club membership, if applicable; and

    J. a list of all degrees earned at OSU, including degree code, date, and academic major.

The Search Result List is designed to display up to 15 entries per page, in both brief and expanded views.

    K. A count of possible record matches will display at the bottom of each Search Result List page.

In the event that your search criteria have more than 15 possible matches, additional navigation buttons will appear at the bottom of each Search Result List page:

    L. The **<<** button will display the very first page of entries;

    M. The **>>** button will display the very last page of entries;

    N. The **<** button will display the previous 15 entries; and

    O. The **>** button will display the next 15 entries.

③ Search criteria can be changed even after a search has been run by clicking the **Revise Search** option on the menu. The option will only appear on the menu after a search has been conducted.

The Search for: Individual screen will retain the specific values you entered. Add to or change the existing criteria, or click the screen's **Clear** button to refresh the screen and start over.

❸ ——— Revise Search

❹ ——— Return to Search Result

General

④ A specific record is selected from the Results List by clicking on the ID number; after the selected record displays, another option appears on the menu: **Return to Search Result**.

A. A green check-mark displays to the left of the ID number for the record that was selected; each time you select a different record and subsequently return to the Search Result List, another check-mark will appear.

The Search Result List will remain available until you either start a new record search or log out (whichever comes first).

ID

00687
00750
00716

Ⓐ

✓ 0056
✓ 00265

Individual Record Search Suggestions

➢ Start with an Exact search using the full last name and first name initial, and progressively broaden your search using various partial name and Similar to options as necessary if an Exact search doesn't yield the desired results.
- Remember that nicknames are often not shown on the system. "Doug Plummer" may only appear in the database as "Douglas Plummer."
- Remember that the Search Result List only displays formal name information, although IMPACT View uses preferred and historical names in searches. Once a record has been selected, additional name data can be reviewed on the Name History Detail screen.
- In general, married women's maiden names are entered in the middle name field (and married names in the last name field) of the database. For this reason, there are often discrepancies in married women's names between source documents and the database, particularly in the middle name field.
- Don't assume that because one member of a couple is not in records that the other is not as well. Try a name search for both names.

➢ Use additional search criteria to help narrow a common-name search.
- Consider both City and ZIP Code information when using addresses to narrow a search. An address with a ZIP Code of 43221 may indicate "Upper Arlington" on a source document while the database displays "Columbus."
- If you do not know an individual's exact graduation date, consider his/her age when reviewing the Results List to help eliminate unlikely matches.
- If you've located a good possible match, but the address on your source doesn't match that on the database, look at the phone number. If the phone numbers match, the individual has likely just moved within the same area and only needs an address update.

LOCATING DATA IN IMPACT VIEW - ORGANIZATION SEARCH

IMPACT View allows you to
1. go directly to an organization's record using the specific 8-digit ID number assigned by A/DIS;
2. generate a list of possible matches for an organization by using all or some of the name (and other qualifying criteria);
3. return to the search screen after running a search in order to revise your criteria; and
4. return to a results list after viewing a possible match in order to select a different record.

① If you know the ID number of the organization whose record you're trying to locate, it may be entered in the space to the right of Organization ID in the first section, "Find an Organization by ID Number," of the Search for: Organization screen. The full 8-digit number must be entered. (The banner frame's Search for: Organization and ID entry box may also be used to accomplish the same thing; see "*Using the Banner Frame*," above.)

Click the **Search** button (or press ENTER) to perform the search. When IMPACT View successfully locates a record using the ID number, the default starting screen will display in the data frame. For an organization, this starting point is initially set to be the General Overview screen:

You can use the Default Options screen to choose a different screen to display first when reviewing an organization's record. (*See "Customizing IMPACT View," below, for additional information and instructions.*)

② If you do not know the ID number of the organization whose record you're trying to locate, use IMPACT View's "Find an Organization by Name" section to generate a list of possible record matches.

Enter the text to search for in the space to the right of Organization Name.

Organization Name [   ]

Do not use wildcard characters; IMPACT View will apply the following rules, effectively assuming that the text you enter could appear just about anywhere in the organization's full name:

° The text you enter must appear, character for character, in the organization's name;
° The text you enter must appear either at the very beginning of the first word of the name, or at the beginning of an intermediate word (i.e., preceded by a space) elsewhere in the name; and
° the organization name may include additional characters after those entered in the search.

For example, this search for "houghton" returns 4 possible matches which present the characters H-O-U-G-H-T-O-N in three different positions within the organization name:

Organization Name [houghton]

A. "HOUGHTON" appears as the last word in the name, **at the very end and preceded by a space**.

B. "HOUGHTON" appears as **the very first word in the name**.

C. "HOUGHTON" appears as the second word in the name, **in the middle and preceded by a space**.

A more inclusive search takes advantage of IMPACT View's implied wildcard at the end of the search as entered:

Organization Name [hough]

D. Searching for H-O-U-G-H returns the same four records as above, and also includes one additional record -- HOUGHT**E**N; all meet the criteria which tell IMPACT View, in effect, "*Find any records containing the characters H-O-U-G-H followed by anything, so long as 'HOUGH' appears at the beginning of a word*."
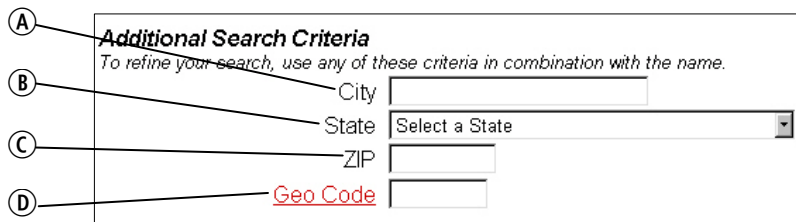
② *"Find an Organization by Name," cont'd.*: Additional Search Criteria

In addition to the text you enter in the Organization Name field, your search can be further defined by including location information:

These additional criteria can be used *along with a name* in any combination; records will have to meet all criteria entered in order for IMPACT View to include them in a Result List.

    A. A full or partial City name may be entered.

    B. The two-character State abbreviation can be selected using the pull-down menu.

    C. A five-digit ZIP code can be included.

    D. A Geo Code is assigned to each address to identify geographical areas; the 3-digit code can be entered to help narrow your search. (If you're not sure what code to enter, click on the field label to open a Help window displaying the Geo Code Mapping Table.)

② "Find an Organization by Name," cont'd.: The Search Result List

If IMPACT View locates only one possible match for the name (and additional) criteria that you entered, the default starting screen for that matching record will automatically be displayed in the data frame.

When IMPACT View locates more than one possible match in a name search, however, a Search Result List will display:

A. The ID number is the unique 8-digit identifier assigned to the specific organization listed. Click on the ID number to select a record to view; the default starting screen for the selected individual will display.

B. Entries in the Search Result are listed in alphabetical order, descending, by organization Name. Each organization's current name displays in the Name field; alternate (also known as, historical, "sort") name information is stored in the database and is accessed during a search, but does not display in the Search Result List. (You can select a record and access the Name History screen to review alternate name information.)

The initial view of the Search Result List displays the organization's
C. Street 1 and Street 2 and
D. City, State, and ZIP code.

E. Each organization's Relation Type code is also listed on the initial Search Result List view; the Relation Type code is displayed along with its mapped-out value on the Result List's expanded view (see below).

F. The Search Result List has two views: a brief view, which provides a quick summary, and an expanded view, which provides some additional detail to aid in record selection. Click the **View ...** button to switch views.

② *"Find an Organization by Name," The Search Result List, cont'd.*

The expanded Result List displays all of the information on the brief view, with the addition of

    G. the organization's current Presidents Club membership, if applicable; and

    H. the number of the organization's Employees on Database.

Help Search Result List

View brief entries

Ⓖ

90022152 ABBOTT & COBB INC
Business Address P O BOX F307   EFASTERVILLE, PA 19047   PENNSYLVANIA (144)
Presidents Club
Relation Type
Employees on Database **0**   Ⓗ
90016660 ABBOTT & COMPANY
Business Address 1611 CASCADE DR   MARION, OH 43302   MARION (051)
Presidents Club
Relation Type PARENT (P)
Employees on Database **1**
90023963 ABBOTT FOODS INC
Business Address 2400 HARRISON ROAD   COLUMBUS, OH 43204   FRANKLIN (025)

The Search Result List is designed to display up to 15 entries per page, in both brief and expanded views.

    I. A count of possible record matches will display at the bottom of each Search Result List page.

Ⓘ

Ⓙ   `<<`   `<`   *31-45 of 55*   `>`   `>>`   Ⓚ

Ⓛ   Ⓜ
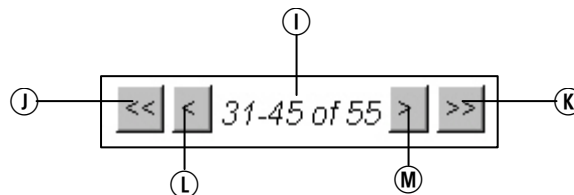
In the event that your search criteria have more than 15 possible matches, additional navigation buttons will appear at the bottom of each Search Result List page:

    J. The **<<** button will display the very first page of entries;

    K. The **>>** button will display the very last page of entries;

    L. The **<** button will display the previous 15 entries; and

    M. The **>** button will display the next 15 entries.

③ Search criteria can be changed even after a search has been run by clicking the **Revise Search** option on the menu. The option will only appear on the menu after a search has been conducted.

The Search for: Organization screen will retain the specific values you entered. Add to or change the existing criteria, or click the screen's **Clear** button to refresh the screen and start over.

❸ ─── Revise Search

❹ ─── Return to Search Result

General

④ A specific record is selected from the Results List by clicking on the ID number; after the selected record displays, another option appears on the menu: **Return to Search Result**.

A. A green check-mark displays to the left of the ID number for the record that was selected; each time you select a different record and subsequently return to the Search Result List, another check-mark will appear.

The Search Result List will remain available until you either start a new record search or log out (whichever comes first).

LOCATING DATA IN IMPACT VIEW-OSU PRESIDENT'S EVENT SEARCH

IMPACT View allows you to
1. go directly to an OSU President's Event record using the specific 4-digit ID number assigned by the Events Tracking Office;
2. generate a list of possible matches for an Event by using more descriptive criteria;
3. view a list of all OSU President's Events, independent of any specific search criteria;
4. return to the search screen after running a search in order to revise your criteria; and
5. return to a results list after viewing a possible match in order to select a different record.
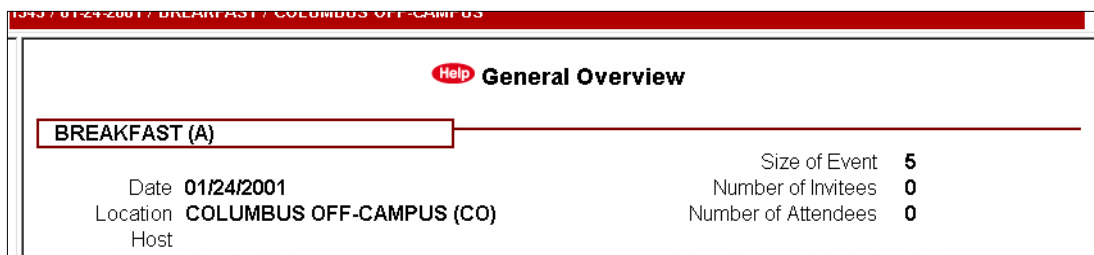
① If you know the 4-digit ID number of the Event you're trying to locate, it may be entered in the space to the right of Event Number in the first section, "Find an Event by ID Number," of the Search for: OSU President's Event screen. (The banner frame's Search for: Event and ID entry box may also be used to accomplish the same thing; see "*Using the Banner Frame*," above.)

Search for: OSU President's Event

Click the **Search** button (or press ENTER) to perform the search. When IMPACT View successfully locates a record using the ID number, the default starting screen will display in the data frame. For an Event, this starting point is initially set to be the General Overview screen:

You can use the Default Options to choose a different screen to display first when reviewing an OSU President's Event's record. (*See "Customizing IMPACT View," below, for additional information and instructions.*)

② If you do not know the exact 4-digit ID number of the OSU President's Event that you're trying to locate, use IMPACT View's "Find an Event by Criteria" section to generate a list of possible record matches. Up to six different types of criteria can be used:

A. The Event Date pull-down menu allows you to locate Events either on, before or after a specific date, or between a date range. After you select the desired option using the pull-down, the screen will refresh with an appropriate data-entry space -- one box to allow a specific date or two to allow the beginning and ending dates in a range. Date values must be entered in MM/DD/YYYY format.

B. The Event Type pull-down menu allows you search for a specific kind of Event. It provides, in alphabetical order by code, a list of all possible Event types stored in the database; scroll through the list and click on the desired Event Type to use it in a search. Only one Event Type may be selected in a given search.

C. The Event Location pull-down menu allows you to search for an Event according to where it was held. The menu provides a list of all possible Event Locations stored in the database. Listed in alphabetical order by code, a single Location can be included in your search by clicking on it.

D. The Event Sponsor pull-down menu allows you to locate an Event according to the office or University agency responsible for backing it. Click to select a specific Sponsor from the list, which displays all Sponsors in alphabetical order by code.

E. The Event Host pull-down menu allows you to find an Event by indicating its originator or purpose. The list displays all Hosts in alphabetical order by code; include a specific Host in your search by clicking on it.

F. The Individual Invitee ID box allows you to locate an Event by specifying an individual invited to it. An individual's ID number may be entered either in full (all 8 digits) or with any leading zeros dropped (e.g., entering **564863** will work as well as **00564863**).

Once you've entered your criteria, click the Search button to run the search.

If IMPACT View locates more than one possible match, you'll be taken to the Search Result List (see below).

Search for: OSU President's Event

③ IMPACT View will also allow you to view a full list of all OSU President's Events on the database. Just click the "View All Events" button at the bottom of the Search for: OSU President's Event screen, and you'll be directed immediately to a full Search Result List.

A. The Event ID is the unique 4-digit identifier assigned to the specific Event listed. Click on the ID number to select a record to view; the default starting screen for the selected Event will display.

B. Entries in the Search Result are listed by Event Date in descending order (most recent at top).

   The initial view of the Search Result List displays

C. the Type
D. the Location and
E. the Sponsor

   of each possible Event match.

F. The Search Result List has two views: a brief view, which provides a quick summary, and an expanded view, which provides additional detail to aid in record selection. Click the **View ...** button to switch views.

The Search Result List, cont'd.

The expanded Results List displays all of the information on the brief view, with the addition of

G. The first line of the Comments which help to describe the Event;

H. The number of individuals who were invited to the Event;

I. The number of individuals who attended the Event; and

J. The Event's Host.

The Search Result List is designed to display up to 15 entries per page, in both brief and expanded views.

K. A count of possible record matches will display at the bottom of each Search Result List page.

In the event that your search criteria have more than 15 possible matches, additional navigation buttons will appear at the bottom of each Search Result List page:

L. The << button will display the very first page of entries;

M. The >> button will display the very last page of entries;

N. The < button will display the previous 15 entries; and

O. The > button will display the next 15 entries.

④ Search criteria can be changed even after a search has been run by clicking the **Revise Search** option on the menu. The option will only appear on the menu after a search has been conducted.

The Search for: OSU President's Event screen will retain the specific values you entered. Add to or change the existing criteria, or click the screen's **Clear** button to refresh the screen and start over.

❹   Revise Search

❺   Return to Search Result

General
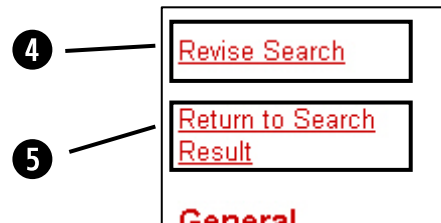
⑤ A specific record is selected from the Results List by clicking on the ID number; after the selected record displays, another option appears on the menu: **Return to Search Result**.

A. A green check-mark displays to the left of the ID number for the record that was selected; each time you select a different record and subsequently return to the Search Result List, another check-mark will appear.

Ⓐ   Eve ID
   154
✓ 156
✓ 157
   154

The Search Result List will remain available until you either start a new record search or log out (whichever comes first).

LOCATING DATA IN IMPACT VIEW - PROJECT FUND SEARCH
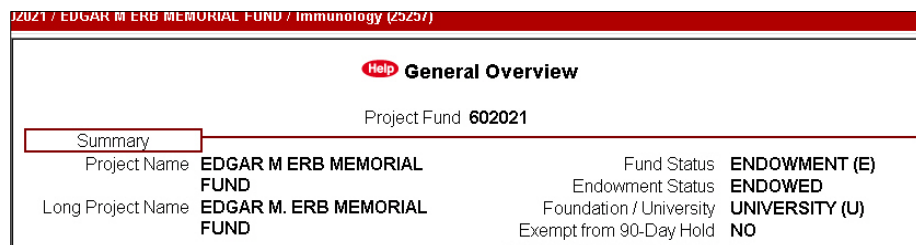
IMPACT View allows you to
1. go directly to a Project Fund's record using the specific 6-digit ID number assigned by Gift Processing;
2. generate a list of possible matches for a Project Fund by using full or partial text, or descriptive criteria;
3. return to the search screen after running a search in order to revise your criteria; and
4. return to a results list after viewing a possible match in order to select a different record.

① If you know the 6-digit ID number of the Project Fund you're trying to locate, it may be entered in the space to the right of Project Fund in the first section, "Find a Project Fund by ID Number," of the Search for: Project Fund screen. (The banner frame's Search for: Project and ID entry box may also be used to accomplish the same thing; see "*Using the Banner Frame*," above.)

Click the **Search** button (or press ENTER) to perform the search. When IMPACT View successfully locates a record using the ID number, the default starting screen will display in the data frame. For a Project Fund, this starting point is initially set to be the General Overview screen:

You can use the Default Options to choose a different screen to display first when reviewing a Project Fund's record. (*See "Customizing IMPACT View," below, for additional information and instructions*.)

② If you do not know the exact 6-digit ID number of the Project Fund you're looking for, IMPACT View allows you to search using some of all of the words in either the name and/or description of the Project Fund.

A. Enter all or part of the text to search for in the space to the right of Project Fund Text.

   Do not use wildcard characters; IMPACT View will assume that the text you enter could appear anywhere in...

B. the (short) Project Name (a field that stores up to 30 characters of information) and/or

C. the Long Project Name (fields that store up to a total of 240 characters of information) and/or

D. the Project Description (a much larger field used to provide additional information about a Project Fund, often concerning stipulations for the Fund's use, or background concerning the fund's creation).

In the following examples, a search is conducted for a Project Fund using the word "asthma":

E. With only the Project Name box checked, IMPACT View returns no possible matches.

F. When the Long Project Name box is checked, IMPACT View finds one match and displays the default starting screen for the record.

G. Checking the Project Description produces a much more inclusive Result List. IMPACT View locates 4 additional Project Funds which have something to do with asthma without containing the word in either their short or Long Project names. *NOTE: The Description does not display in the Search Result List.*

② *"Find a Project Fund by Criteria," cont'd.*: Descriptive Categories

The following five kinds of descriptive information may also be used in addition to -- or even in place of -- text to locate a specific Project Fund:

A. Search for a fund in a specific Department Organization by first selecting "Equal to" from the Department Org pull-down menu and then entering the Department Organization number in the entry box that appears. (You can also search for funds within a range of Department Organizations by first selecting "Between" from the pull-down and entering the range's lower number in the left box and the higher number in the right.)

The field label, "Department Org," is a link to the Department Organization Mapping Table, which can be accessed in order to locate a number or range of numbers to enter.

B. Search for a fund within a specific Home Department by entering the Home Department number in the box to the right of "Home Department." The field label is a link to the Home Department Mapping Table, which can be accessed in order to locate a specific number to enter.

C. Search for an endowed or a current use fund using the Project Fund Status pull-down menu. When you opt to search for endowed funds, a second pull-down menu will appear, allowing you to find a fund whose endowment is complete or is still pending.

D. Search for a fund according to its designated purpose using the Project Fund Purpose pull-down menu. Options are listed in alphabetical order by code.

E. Search for a fund operating from either within the Ohio State University or within the Ohio State University Foundation using the Foundation/University pull-down menu.

Once you've entered your criteria, click the Search button to run the search.

② *"Find a Project Fund by Criteria," cont'd.*: The Search Result List

If IMPACT View locates only one possible match using the text (and/or descriptive criteria) criteria that you entered, the default starting screen for that matching record will automatically be displayed in the data frame.

When IMPACT View locates more than one possible match in a name search, however, a Search Result List will display:

A. The Project Fund ID is the unique 6-digit identifier assigned to the specific Project Fund listed. Click on the ID number to select a record to view; the default starting screen for the selected Project Fund will display.

B. Entries in the Search Result are listed in alphabetical order by Project Name.

    The initial view of the Search Result List displays

C. the Long Project Name
D. the Dept Org and
E. the Home Dept

    of each possible Project Fund match.

F. The Search Result List has two views: a brief view, which provides a quick summary, and an expanded view, which provides additional detail to aid in record selection. Click the **View ...** button to switch views.

② *"Find a Project Fund by Criteria," The Search Result List, cont'd.*

The expanded Results List displays all of the information on the brief view, with the addition of

G. the Project Fund's Status;

H. the Project Fund's Purpose; and

I.   the Project Fund's Foundation / University indicator.

The Search Result List is designed to display up to 15 entries per page, in both brief and expanded views.

J.   A count of possible record matches will display at the bottom of each Search Result List page.

In the event that your search criteria have more than 15 possible matches, additional navigation buttons will appear at the bottom of each Search Result List page:

K. The << button will display the very first page of entries;

L.   The >> button will display the very last page of entries;

M. The < button will display the previous 15 entries; and

N. The > button will display the next 15 entries.

③ Search criteria can be changed even after a search has been run by clicking the **Revise Search** option on the menu. The option will only appear on the menu after a search has been conducted.

The Search for: Project Fund screen will retain the specific values you entered. Add to or change the existing criteria, or click the screen's **Clear** button to refresh the screen and start over.

❸ — Revise Search

❹ — Return to Search Result

General

④ A specific record is selected from the Results List by clicking on the ID number; after the selected record displays, another option appears on the menu: **Return to Search Result**.

A. A green check-mark displays to the left of the ID number for the record that was selected; each time you select a different record and subsequently return to the Search Result List, another check-mark will appear.

The Search Result List will remain available until you either start a new record search or log out (whichever comes first).

Ⓐ Proje Fund

✓ 6020

✓ 3011

6020

PRINTING DATA FROM IMPACT VIEW - SINGLE SCREENS

Centered at the bottom of each screen in IMPACT View is a Print Preview button which allows you to generate a specially-formatted printout of that specific screen (see also "*Using the Data Frame*," above).

① When you click the Print Preview button...

② ...a separate browser window opens and displays the screen.

The Print Preview screen includes

   A. the current record ID and name in the window's title bar, which will print as a page header;

B. the full "Current Record" indicator information, which will print at the top of the first page (if the screen requires more than one page to print); and

C. a Print button, which will send the information to your printer.

NOTE: Using IMPACT View's Print button produces a print-out that does not include the button icons; if you use the browser's File menu option instead, your resulting print-out will include the button icons.

   D. Once you "OK" (or Cancel) the printout, click Close to close the Print Preview window and return to IMPACT View's main browser window.

PRINTING DATA FROM IMPACT VIEW - FULL RECORD

In addition to the ability to print out single data screens one by one, IMPACT View also allows you to print out a full record, which can include as few or as many screens as you'd like to have at once (only screens accessible from the menu can be included in a record print; see "*Customizing IMPACT View*," below, for additional information).

Click on the Print Record menu link. A separate browser window will open:
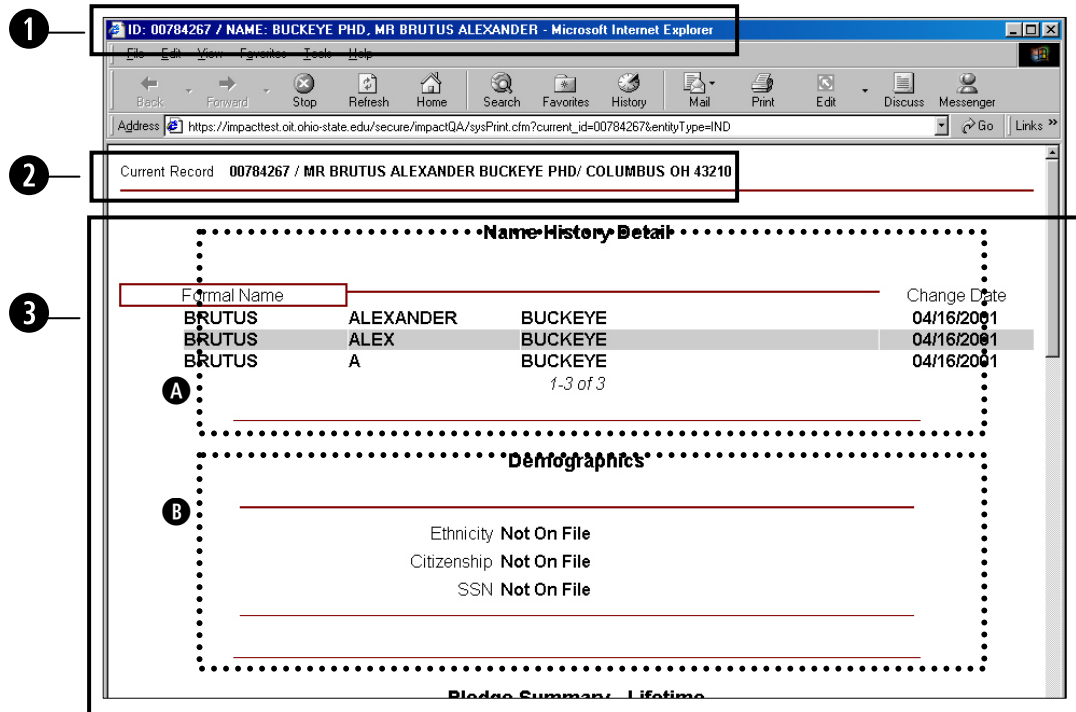
Like the single screen Print Preview window, the full record Preview window also includes

① the current record ID and name in the window's title bar, which will print as a page header; and

② the full "Current Record" indicator information, which will print at the top of the first page (if the screens marked for inclusion require more than one page to print).

③ Instead of just one screen, however, the full record print will display all screens selected in the order in which they appear from the menu. A thin horizontal line is included to separate the screens. (In this example, the Name History Detail, Demographics, and Pledge Summary - Lifetime screens have been included in the Record Print Profile.)
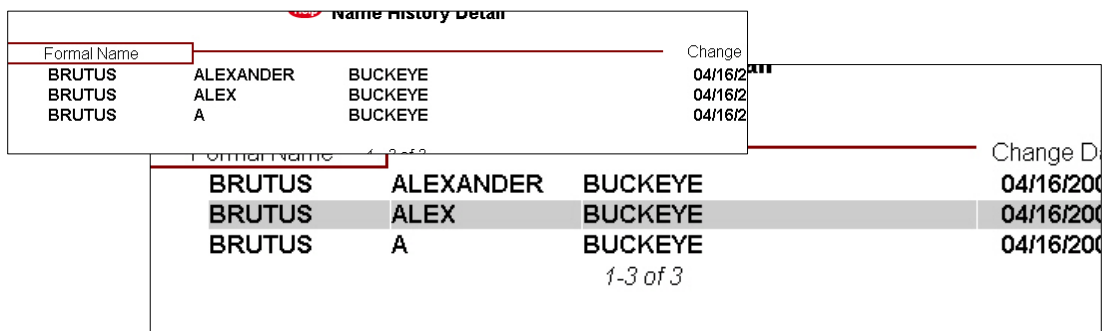
At the very bottom of the Preview window, Close and Print buttons appear, just as in the single screen Print Preview option (see above).

NOTE: If you have not accessed the Default Options screen to establish your Record Print Profile(s), the following message will display when the Print Record menu option is clicked: **No user print default settings where found. To use Print Record, the user options for print record must be set.**

PRINTING HINTS

A number of things can affect the way your print-outs from IMPACT View look. Some things to keep in mind:

① Your browser's text size setting *will* affect the text size in your print-outs as well. (See "*Adjusting the Text Size*," above, for more information.)

② The size of the banner and menu frames *will not* affect the size of your print-outs. (See "*Adjusting the Frame Sizes*," above, for more information.)

③ Consider changing the page orientation to minimize either the number of pages needed to print or the text wrapping.
   ° **Portrait** orientation provides more vertical space for information, so fewer sheets of paper might be needed, but you may see more text wrapping (depending on how much data appears across the screen).
   ° **Landscape** orientation provides more horizontal space for information, so less text will end up wrapping from side to side, although you may end up needing more sheets of paper to accommodate a longer screen.

④ Alternate line shading in list-formatted screens does not always print by default:

To ensure that the shading will appear, you'll need to adjust a setting in Internet Explorer:
   ° Click on the TOOLS menu and click on Internet Options.
   ° Click on the Advanced tab.
   ° Scroll down through the list of Advanced options to "Printing"
   ° Check the Print background colors and images box
NOTE: Printing the shading will use more printer ink/toner.

⑤ Many list-formatted screens in IMPACT View are paginated so that only a set number of entries are viewable at a single time. When you print a paginated screen, only the page currently displayed in the data frame will be sent to the printer; if you want to print an entire paginated list, you'll need to view and print each page separately.

⑥ Links and buttons will display in IMPACT View's Print Preview window, but they are not functional.

CUSTOMIZING IMPACT VIEW

Click on the User Options menu link to access the **Set IMPACT Default Options** screen. IMPACT View allows you to customize four things:
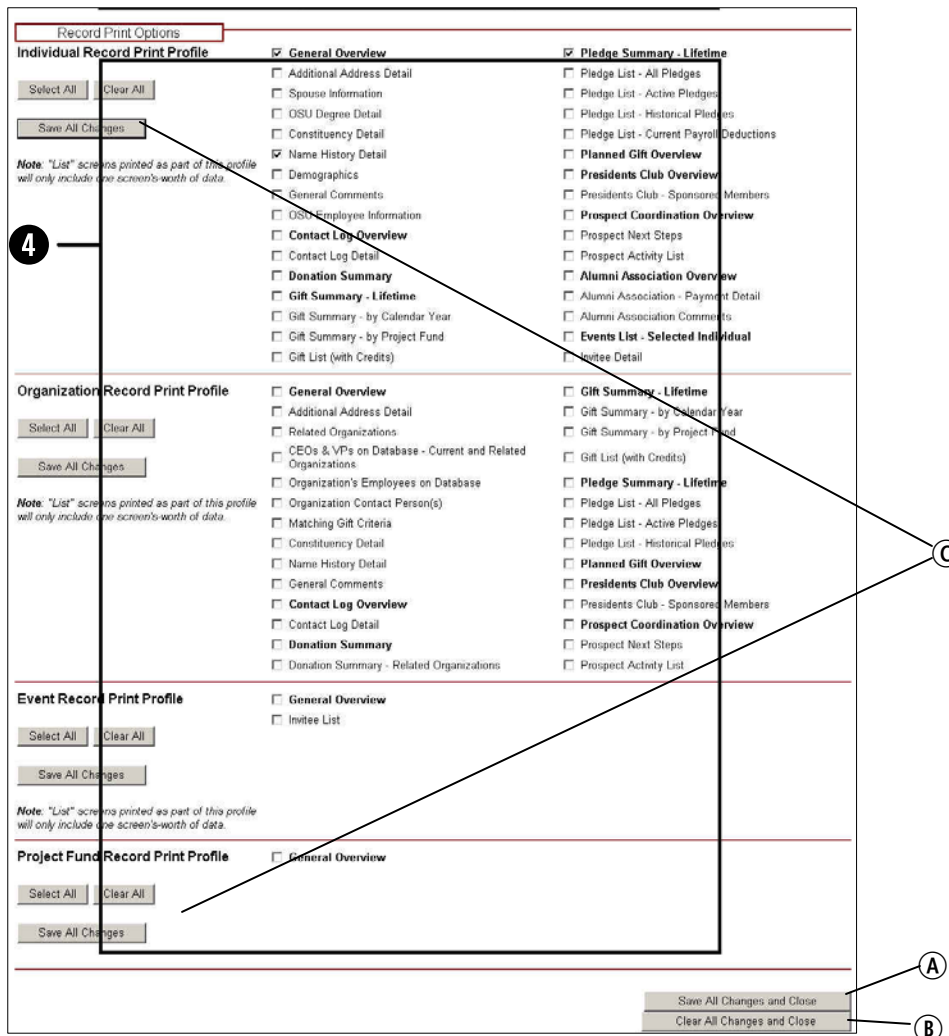
① Menu Options
Ⓐ IMPACT View's menu hierarchies can either be expanded all the time or only expanded when currently being displayed in the data frame.
Ⓑ When screens are loading, a dialog box can appear letting you know data is loading. When set to Yes, users will see this box when data is loading.

② The first screen you see when you log in to IMPACT View can be set to any one of the Search for: screens that you're authorized to view.
③ After you locate a specific record, the data display can be set to begin with any screen that you're authorized to view.

④ You can choose which of the screens will be included when you print a full record of data from IMPACT View.

A. The **Save All Changes and Close** button at the very top and very bottom of the window will allow you to save any changes made in any section of the Default Options window; the Default Options window will close once the save is complete.

B. The **Clear All Changes and Close** button will allow you to close the Default Options window without saving any changes you may have made in any section.

C. Each Record Print Profile section's **Save All Changes** button saves changes made in *any* section of the Default Options window. The window will remain open once the save is complete.

impactView

① By default, a menu group's hierarchy will only be expanded when a screen in that group is being viewed in the data frame. Make sure that "No" is selected from the Expand all menu items pull-down menu to keep the default setting; select "Yes" in order to have all menu group hierarchies expanded all the time. (See "*Using the Menu Frame*," above, for additional information.)
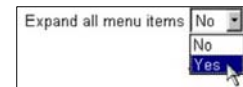
② When you first log in to IMPACT View, the Search for: Individual screen displays in the data frame. This initial screen display can be set to any of the *Search for:* screens which you're authorized to use:
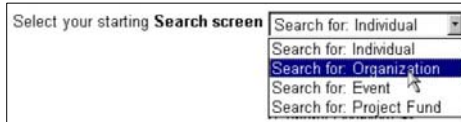
Search for: Individual
Search for: Organization
Search for: Event
Search for: Project Fund

NOTE: If you're not authorized to access a specific kind of record, the corresponding Search for: screen will not be listed here.

③ By default, the first screen IMPACT View will display in the data frame once a record's been located is the General Overview. Any screen available from the menu that you're authorized to view can be set as the first screen loaded when a record is accessed, however.
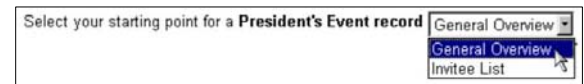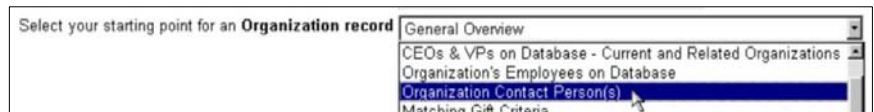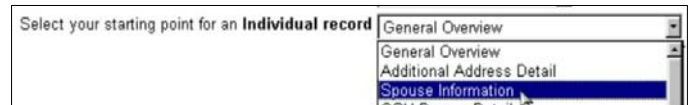
Each of the record types that you're authorized to view can have their own starting points; *if you're not authorized to view a specific screen or kind of record, it will not be available here.*

④ IMPACT View's Record Print Profile doesn't include any screens by default. Any screen available from the menu that you're authorized to view can be included in a record print, however. (See "*Printing Data from IMPACT View*," above, for more information.)

Each record type that you're authorized to view has its own Record Print Profile, and each Record Print Profile section lists the screens available on the menu. Check a box to the left of the screen name to include it in a record print; uncheck a box to exclude it.

Ⓐ, Ⓑ Use the Select All/Clear All buttons to quickly include or exclude all listed screens.

Customizing IMPACT View

DISPLAYING MAPPING TABLES IN IMPACT VIEW

Much of the data displayed in IMPACT View has been stored in the database using standardized codes; a number of Mapping Tables exist to provide full definitions of each coded value. As a general rule, IMPACT View screens display mapped-out values along with their codes.

IMPACT View also allows you to review the Mapping Tables independent of any specific data display screen. Click on the **Mapping Tables** menu link to access an index of all of the available Mapping Tables.
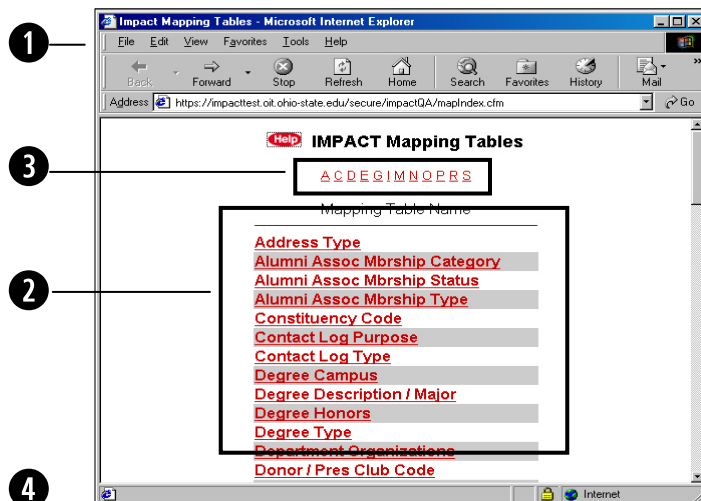
① The IMPACT Mapping Tables index list opens in a new browser window.

② The Tables are provided in alphabetical order, in a continuous, single-page scrolling list.

③ An alphabetical shortcut key appears at the top of the window; click on a letter to advance to Table Names starting with that letter in the list.

④ Click on a Mapping Table Name to display that Table's codes and descriptions.
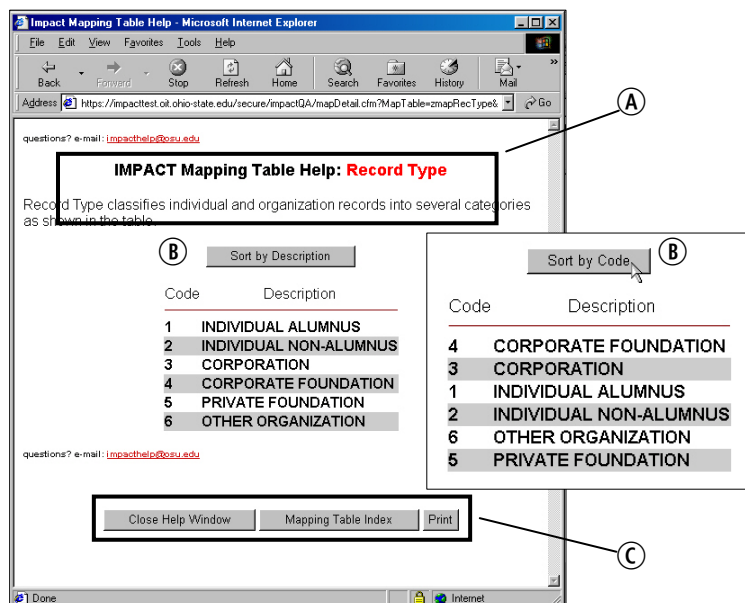
   A. Each individual Mapping Table display includes a brief description of its purpose.

   B. By default, the Table's entries will be listed in ascending order by Code, but the **Sort by …** button can be used to re-order by Description (and then vice versa).

   C. Buttons at the bottom of both the Mapping Table index and display will allow you to
     ° **close the window** or
     ° **print the list**.
   When displaying a specific Table, you'll also have the option of **returning to the index** to select another Table to view.

NOTE: Print Mapping Tables with caution. Mapping Tables are not paginated, and so the entire list will be sent to the printer when you click the Print button.

impactView
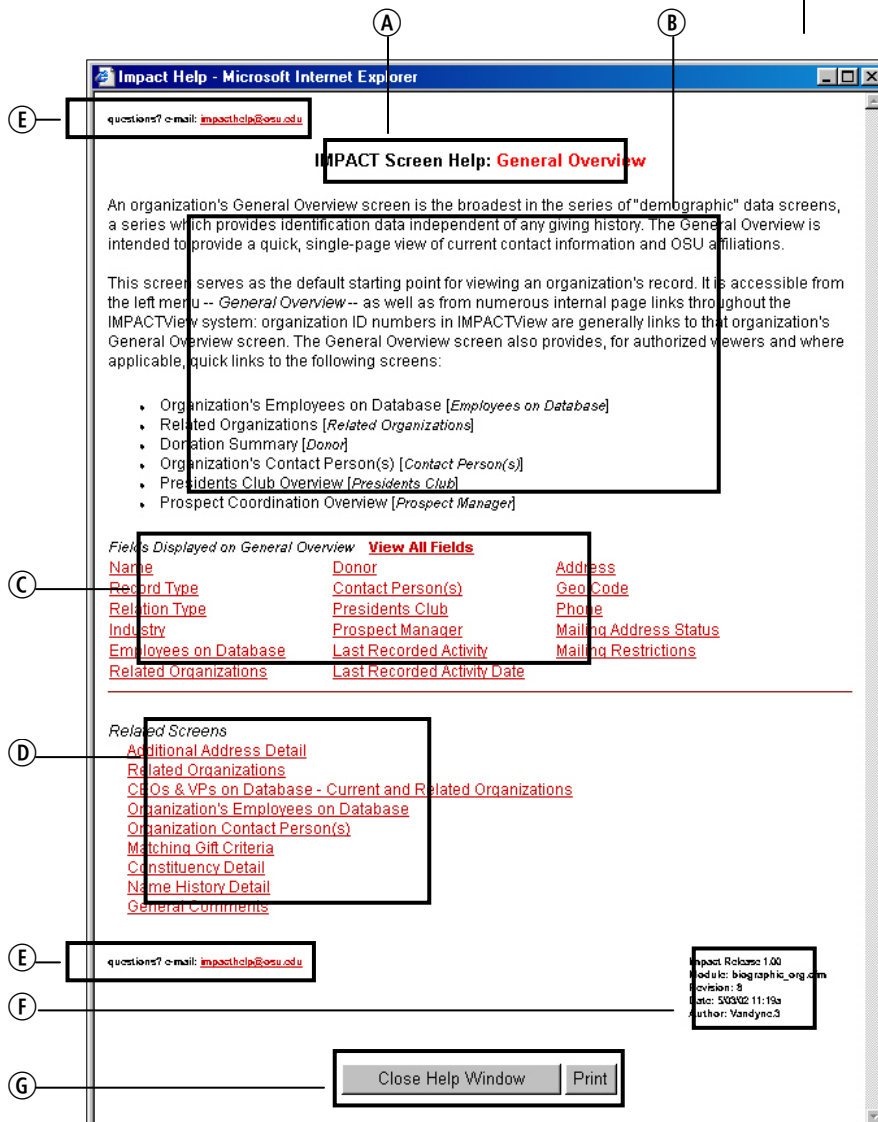
USING IMPACT VIEW'S ON-LINE HELP: SCREEN-LEVEL HELP

General definitions for all of IMPACT View's screens and fields are available on-line.

① Click on the Help icon to the left of a screen's name to access the on-line Help text for that screen.

❶
General Overview
Link to screen help for General Overview
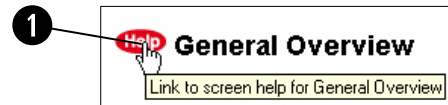
② On-line Help displays in a separate browser window, and each screen-level Help window includes the same features:

❷

A. The name of the screen will display at the top of the Help window.

B. A description of the screen's content will be provided, including a summary of how the screen may be accessed and what, if any links to other screens it provides.

C. A list of all of the fields displayed on the screen will appear below the screen's definition. Click on a field link to view the definition of that field.

D. Many screens in IMPACT View are part of a larger group of screens; any related screens will also be listed in the on-line Help window. Click on a screen name to view the Help for that screen.

E. Questions, comments, corrections, and/or requests can be sent to impacthelp@osu.edu; your message will be forwarded to the Help Desk.

F. Information about the programming code required to produce the screen displays in the lower right corner of the Help window. (If you need to report a problem with a screen, this information will help the technical support team find and fix the error.)

G. Buttons at the bottom of the screen-level Help display allow you to either close the window or print the contents.


USING IMPACT VIEW'S ON-LINE HELP: FIELD-LEVEL HELP

When you click on a field label link in the screen-level on-line Help window, that field's definition will display. Field-level Help windows share the following features:

  A. The field name displays at the top of the window (and above the definition).

  B. A brief paragraph defining or describing the field displays in the body of the window.

  C. Questions, comments, corrections, and/or requests can be sent to impacthelp@osu.edu; your message will be forwarded to the Help Desk

  D. Buttons at the bottom of the field-level Help display allow you to close the window, print its contents, or just go back to the screen-level Help window.
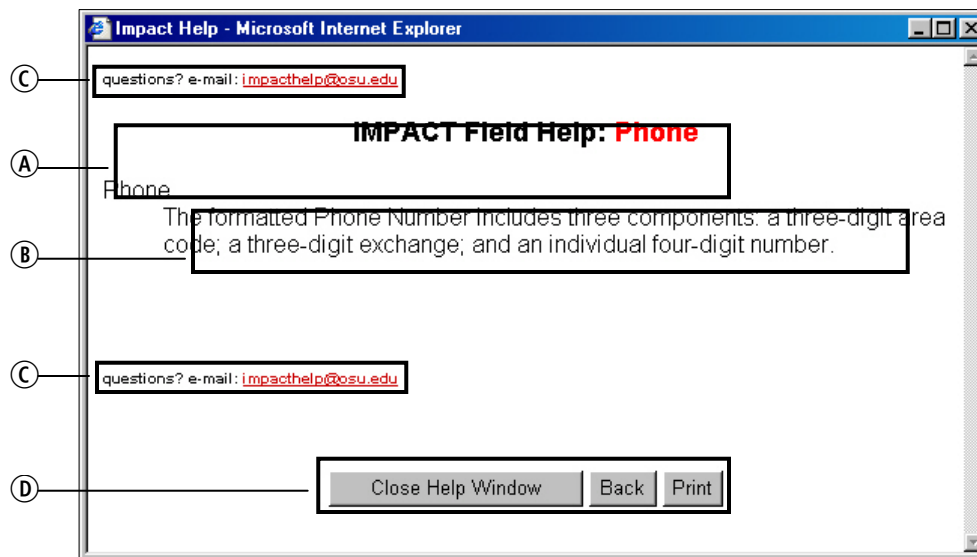
Occasionally, field-level Help information is available directly from a screen displayed in IMPACT View's data frame. In such instances, the display field label serves as the link:
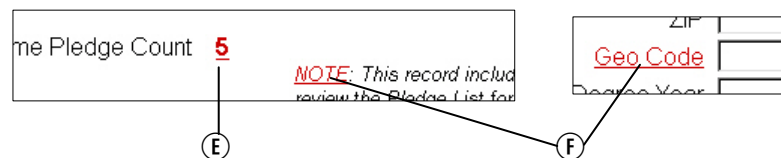
  E. **Data links** take you to other data screens (displayed in IMPACT View's data frame).

  F. **Label links** take you to field-level Help screens (displayed in a separate browser window).

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